

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - February 17, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
<b>General Support Services</b>					
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
<b>Justice Programs</b>					
4180	Office of Prosecutor	Senior Supervising Prosecutor		1/26/2015	\$ 50,865.00
4118	Office of Attorney General	Legal Assistant	CR, CL	12/8/2014	\$ 42,791.00
<b>Department of Health and Human Services</b>					
4169	Management of Health	Public Health Preparedness Coordinator		1/20/2015	\$ 29.07
<b>Department of Education</b>					
4139	Recreation - Site: Hickiwan	Office Specialist	CR, CL	12/15/2014	\$ 12.87
4138	Recreation - Site: Hickiwan	Recreation Aide		1/20/2015	\$ 11.10
4137	Recreation - Sells	Recreation Services Manager		1/20/2015	\$ 56,145.00
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4077	Early Childhood/Head Start Site: Santa Rosa	Cook		1/20/2015	\$ 11.66
4133	Early Childhood/Head Start Site: Sells	Cook Aide		1/12/2015	\$ 9.11
4134	Early Childhood/Head Start Site: San Xavier	Cook Aide		1/12/2015	\$ 9.11
4140	Early Childhood/Head Start Site: Sells	Maintenance Technician		1/20/2015	\$ 12.25
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4146	Early Childhood/Head Start Site: San Xavier	Teacher		1/20/2015	\$ 19.10
4183	Early Childhood/Head Start Site: San Xavier	Center Coordinator		2/2/2015	\$ 21.09
<b>Department of Natural Resources</b>					
4197	Cultural Center & Museum	Receptionist		2/17/2015	\$ 10.83
<b>Department of Public Safety</b>					
4002	Environmental Protection Office	Environmental Protection Manager		11/24/2014	\$ 73,667.00
4126	Environmental Protection Office	Environmental Specialist	CL	12/1/2014	\$ 24.45
4195	Law Enforcement	Program Manager		2/9/2015	\$ 61,974.00

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

### APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE.  
Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

#### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

#### OTHER EMPLOYER'S RECRUITMENT

##### Sells District – Tohono O'odham Nation

Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

##### Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.





# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH 4197 HUMAN RESOURCES OFFICE

P.O. BOX 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

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## JOB ANNOUNCEMENT

JOB TITLE: **RECEPTIONIST**  
SALARY: **\$10.83 PER HOUR, PLUS BENEFITS**

OPENING DATE: February 17, 2015

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Natural Resources/Cultural Center & Museum

JOB LOCATION: **Topawa, AZ**

**POSITION SUMMARY:** Under close supervision, provide customer services answering a multi-line switchboard; route and screens calls; and monitors visitor access. Receives and sorts outgoing/incoming mail, delivers facsimiles.

**SCOPE OF WORK:** To support the mission of Himdag Ki; to protect and preserve Tohono O'odham (cultural heritage), and, working with elders, to promote the respect and understanding of the Tohono O'odham through educational activities, public outreach, and cultural programming.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three months experience in customer service.

—AND—

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**